

The Office, in its capacity as designated (or elected) Office, has notified changes in the special requirements under PCT Rule 51bis—the first two special requirements which were previously published in the *PCT Applicant's Guide*, Vol. II/D, National Chapter, Summary (TR) should be replaced by the following new requirements:

statement justifying the applicant's right to file the application, if the applicant is not the inventor\*

statement justifying the applicant's right to file the application, if the applicant is not the owner of the priority right\*

statement justifying the applicant's right to file the application, if the applicant is not the same as the international applicant\*

- \* This requirement may be satisfied if the corresponding declaration has been made in accordance with Rule 4.17.

(Updating of *PCT Applicant's Guide*, Vol. I/A, Annex B1 (TR), and Vol. II/D, National Chapter, Summary (TR))

#### **US United States of America (location; telephone and fax numbers)**

As from 15 January 2005, the location of the United States Patent and Trademark Office, will change, there will be additional telephone and fax numbers for the Office, and the teleprinter address will be deleted. The new location and the telephone and fax numbers to be used are as follows:

location:

Customer Service Window  
Randolph Building  
401 Dulany Street  
Alexandria, VA 22314  
United States of America

(first floor of the south side of the Randolph Building, with street level access from Ballenger Avenue)

telephone: (1-703) 305 31 65 (PCT applications, international and national phase)  
(1-703) 305 32 57  
(PCT Help Desk)

fax: (1-703) 305 32 30 (PCT applications, international and national phase)  
(1-751) 273 04 19  
(PCT Help Desk)

(Updating of *PCT Applicant's Guide*, Vol. I/A, Annex B1 (US))

#### **Search fee (Austrian Patent Office, European Patent Office, Japan Patent Office, Swedish Patent Office, United States Patent and Trademark Office)**

As from 1 March 2005, there will be changes in the equivalent amounts payable in USD for an international search carried out by the Austrian Patent Office, in NOK and SGD for an international search carried out by the European Patent Office, in KRW for an international search carried out by the Japan Patent Office, in NOK for an international search carried out by the Swedish Patent Office, and there will also be a change in the equivalent amount (of the lower amount—the higher amount remains unchanged) payable in CHF and in the equivalent amount (of the higher amount—the lower amount remains unchanged) payable in ZAR for an international search carried out by the United States Patent and Trademark Office, as indicated in Table I(b).

(Updating of *PCT Applicant's Guide*, Vol. I/B, Annex D (AT, EP, JP, SE and US))

#### **Fees relating to the international search (Spanish Patent and Trademark Office)**

There has been/will be a change in the amounts of the fee payable to the Spanish Patent and Trademark Office for copies of documents cited in the international search report, as indicated below. The fee for copies of foreign documents is applicable from 1 January 2005; the fee for copies of national documents will be applicable as from 16 January 2005.

fee for copies of documents  
cited in the international  
search report:

per national document:	EUR	4.69
per foreign document:	EUR	4.69

(Updating of *PCT Applicant's Guide*, Vol. I/B, Annex D (ES))

#### **Preliminary examination fee and other fees relating to the international preliminary examination (Spanish Patent and Trademark Office)**

As from 16 January 2005, there will be a change in the amount payable for an international preliminary examination carried out by the Spanish Patent and Trademark Office, as

## **United States Patent and Trademark Office OG Notices: 01 February 2005**

Relocation of Customer Service Windows for  
Patent-Related Correspondence;  
Establishment of Drop Box in South Tower for  
Certain Patent-Related Correspondence;  
Hand Carry and Mailing Address for  
Trademark-Related Correspondence

Effective January 14, 2005, a new Customer Service Window for patent-related correspondence will open at 8:30 a.m. at the USPTO Alexandria campus. The Customer Service Window (Lobby, Room 1B03) and the PCT Customer Service Window (8th floor) currently located at 220 20th Street South, Crystal Plaza Two, Arlington, VA 22202 will close at 12:00 midnight on January 13, 2005 and will be consolidated at the Alexandria campus.

### **Customer Service Window for Patent-Related Correspondence**

The location for the new Customer Service Window is on the first floor of the south side of the Randolph Building, with street level access from Ballenger Avenue. The specific hand carry or delivery address is:

Customer Service Window  
Randolph Building  
401 Dulany Street  
Alexandria, VA 22314

If the appropriate mail stop is known, the mail stop should also be included in the address. Documents for the Customer Service Window or the PCT Customer Service Window may be hand carried or delivered to the new Customer Service Window at the above Alexandria address on or after January 14, 2005. No application numbers will be assigned by window staff at the time of delivery. Hours of Operation will be 8:30 a.m. through 12 midnight, Monday through Friday, except holidays and if the USPTO is closed for inclement weather or an emergency.

### **Drop Box in South Tower for Certain Patent-Related Correspondence**

Additionally, a satellite drop location will be established in the lobby of the South Tower building in Crystal City (2900 Crystal Drive, Arlington, Virginia), effective January 14, 2005. This location will not be staffed but will be monitored by the building guard. Applications and application-related papers may be left at this location during the hours of 8:30 a.m. and 7:00 p.m., Monday through Friday, except holidays and if the USPTO is closed for inclement weather or an emergency. The guard will not allow materials to be left except during those hours. No postcard receipts will be stamped at time of drop off, nor will the guard answer any processing questions. Materials will be retrieved periodically throughout the day and taken to the appropriate location for processing.

### **Other Information Regarding Patent-Related Correspondence**

The new customer service window and new drop box must not be used for correspondence that is required to be mailed to post office boxes other than P.O. Box 1450, Alexandria, VA 22313-1450, filed by facsimile, filed electronically, or hand-delivered to a different address.

PCT customer service offices will provide file inspection for files located in PCT PALM locations. The PCT file inspection location is Room 4A22, 2900 Crystal Drive, Arlington, Virginia (South Tower). Customers should call 703-305-3165 in advance to make arrangements to inspect a file. Requests to inspect files located in OIPE PALM locations should be directed to the File Information Unit (FIU) at 703-308-2733. The FIU is located in Room 2E04, 2900 Crystal Drive, Arlington, Virginia (South Tower).

Patent-related correspondence sent through the United States Postal Service should continue to be directed to the addresses set forth in 37 CFR 1.1 (revised effective September 13, 2004) (e.g., P.O. Box 1450, Alexandria, VA 22313-1450).

#### Hand Delivery and Mailing Address for Trademark-Related Correspondence

Use of any patent boxes for trademark-related correspondence is strongly discouraged, and may result in delayed processing. Most trademark-related correspondence, including Madrid Protocol-related correspondence, may be filed electronically using the Trademark Electronic Application System (TEAS), at [www.uspto.gov](http://www.uspto.gov). The USPTO prefers that filers use TEAS where possible.

Trademark-related correspondence also may be hand-delivered to the Trademark Assistance Center (TAC) located at:

Trademark Assistance Center  
James Madison Building - East Wing  
Concourse Level  
600 Dulany Street  
Alexandria, VA 22314

Hand deliveries of Madrid Protocol-related correspondence should also include the notation "Attention: MPU".

Hours of operation for TAC are 8:30 a.m. - 5:00 p.m. Monday through Friday, except holidays or days the USPTO is closed for inclement weather or emergency.

Trademark-related correspondence sent through the United States Postal Service, except documents sent to the Assignment Services Division for recordation, requests for copies of trademark documents, and documents filed under the Madrid Protocol, should be mailed to:

Commissioner for Trademarks  
P.O. Box 1451  
Alexandria, VA 22313-1451

Madrid Protocol-related documents sent through the United States Postal Service should be mailed to:

Commissioner for Trademarks  
P.O. Box 16471  
Arlington, VA 22215-1471  
Attn: MPU

Questions regarding this notice may be e-mailed to [PatentPractice@uspto.gov](mailto:PatentPractice@uspto.gov), or directed to the Inventors' Assistance Center (formerly the Patent Assistance Center (PAC)) by telephone at (800)786-9199, or (703)308-4357.

January 12, 2005

JOHN D. HASSETT  
Director  
Administrative Services